

City of Rockville, Maryland Classification and Pay Grade Appeal Process

Any regular benefited employee may appeal the classification and pay grade assignment for his/her position in the City's new compensation plan that was adopted by the Mayor and Council at the Monday, July 20, 2015 Council meeting. All appeals must be filed by the close of business on **Friday, August 21, 2015**. The placement of an employee's salary within in the assigned grade is not subject to appeal. The appeal process is described below.

- Employee completes the Employee section of the Evergreen Solutions Employee Reconsideration Document (Appeal Form) available under the Human Resources tab on I-Rock or in hard copy at the Department of Human Resources. If a Job Assessment Tool (JAT) was not completed during the classification/compensation review process one must be completed and attached to the Reconsideration Document (Appeal Form) before submitting it to the Department of Human Resources.
- Employee submits an electronic or hard copy of the completed document to Colette Anthony, Human Resources Administrator by the close of business on **Friday, August 21, 2015**.
- The Department of Human Resources forwards the document to the appropriate department head to complete the Department Head section. The Department Head return appeal form to Colette Anthony, Human Resources Administrator.
- The Department of Human Resources forwards the completed document to Evergreen Solutions for review. Evergreen Solutions reviews all information gathered during the Compensation and Classification Study and additional information included on the Employee Reconsideration Document (Appeal Form).
- Evergreen Solutions prepares a recommendation to change or retain the classification and/or pay grade assignment of the position. Evergreen Solutions submits its recommendation to the Director of the Department of Human Resources.
- The Director of Human Resources reviews all recommendations and renders final decision on appeals; will notify the employee and Department Head of final decision on **Friday, October 2, 2015**.

Attached is the Employee Reconsideration Document (Appeal Form) to be completed to file an appeal. If you have any questions, please contact the Colette Anthony at (240) 314-8473 or Karen Marshall at (240) 314-8472.